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UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA

Position Title: Death Penalty Federal Law Clerk
Location: Tulsa, Oklahoma
Open date: March 4, 2010
Close Date: March 18, 2010
Starting Salary Range: JSP 11/01 to JSP 12/02 (\$50,287 to \$62,283)
*Starting salary commensurate with qualification and work experience.

POSITION OVERVIEW: The United States District Court for the Northern District of Oklahoma seeks a federal law clerk. Incumbent will report to the Chief District Judge but serves the entire court on matters concerning capital habeas cases. The Court is located in the Federal Courthouse Page Belcher building in downtown Tulsa, Oklahoma.

This is a full-time position (40 hours per week) and is funded by temporary emergency funds through September 30, 2011, subject to availability of funds. The nature of the position is temporary, terminating at the end of the fiscal year 2011.

EDUCATIONAL REQUIREMENTS AND EXPERIENCE: To qualify for JSP 11, applicant must have graduated from an accredited law school and possess one year legal work experience since graduation. Experience with automated legal research systems and word processing software, such as WordPerfect X4, is required. To qualify for JSP 12/02, additional legal work experience and bar membership will be required.

REPRESENTATIVE DUTIES:

- Independently conduct legal research and keep abreast with developments in the law regarding capital habeas cases in the Circuit Court and the Supreme Court.
- Draft memoranda of law on multiple-issue, complex capital habeas cases
- Review voluminous state court records and trial transcripts
- Consult with judges regarding capital habeas issues and cases

BENEFITS: The incumbent is eligible for participation in health and life insurance programs, the retirement system, periodic grade and step increases, and paid holidays.

ADDITIONAL INFORMATION: Only qualified applicants will be considered for this position. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense. Interviews may be conducted by phone or video conference. New employees must pass a background investigation. All employees are subject to mandatory electronic direct deposit of salary payment. All court employees are at will, and therefore the selected candidate may be

removed from this position at any time.

APPLICATION INSTRUCTIONS: Applications must be received by March 18, 2010. Please send a cover letter and resume with one copy of a writing sample to the address below:

Phil Lombardi, Clerk of Court
Att: Death Penalty Federal Law Clerk
U.S. District Court
333 W. 4th Street, Room 411
Tulsa, OK 74103

Electronic submissions in PDF format may be emailed to:
CM-ECFINTAKE_OKND@oknd.uscourts.gov
Please identify in subject line: Death Penalty Federal Law Clerk

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